

TOWN OF VIENNA, VIRGINIA
APPLICATION FOR CERTIFICATE OF OCCUPANCY

**COMMERCIAL—EXTERIOR STRUCTURAL ALTERATIONS OR NEW BUILDING
CONSTRUCTION AND, AS-BUILT PLAN REVIEW (NOTE: \$400.00 each occurrence)**

EFFECTIVE DATE: SEPTEMBER 1, 2007 (PLEASE TYPE OR PRINT IN INK)

BUSINESS NAME: _____ DATE: _____
STREET ADDRESS: _____ SUITE: _____ FLOOR: _____
PHONE: _____ TOTAL GROSS FLOOR AREA: _____
PROPOSED USE: _____ LAST USE (IF KNOWN): _____
ARE YOU GOING TO DO ANY INTERIOR WORK THAT REQUIRES A BUILDING PERMIT? YES ☐ NO ☐
OWNER/AGENT OF BUILDING: _____
OWNER/AGENT ADDRESS: _____
APPLICANT'S E-MAIL: _____ PHONE: _____

It is understood that this certificate of occupancy does not take the place of any other license that may be required by law nor does it confer the right to erect signs.

Signature: _____ Date: _____
Print Name: _____
Home Address: _____

OFFICE USE ONLY

Permit No.: _____ Date Assigned: _____
Legal Description: _____ If Platted: _____
Subdivision: _____ Section: _____ Block: _____ Lot: _____
Zoning District: _____ Use Approved/Date: _____
Use Limitations: _____

Approved by:

Director of Planning & Zoning Date

Director of Public Works Date

TEMPORARY PERMITS ONLY

APPROVED BY:

Town Manager Date

Conditions for Approval: _____

FAIRFAX COUNTY INSPECTIONS	NAME	DATE
BUILDING INSPECTION		
MECHANICAL INSPECTION		
PLUMBING INSPECTION		
ELECTRICAL INSPECTION		
GAS INSPECTION		
HEALTH INSPECTION		
FIRE MARSHAL INSPECTION		

PLANNING AND ZONING	NAME	DATE
WALL CHECK SURVEY		
AS-BUILT SURVEY		

DEPARTMENT OF PLANNING AND ZONING REVIEW:

AS-BUILT PLAN REVIEW: \$400.00 FEE (EACH OCCURRENCE) PAID? YES: _____ DATE: _____

APPROVED: _____ NOT APPROVED: _____ APPROVED WITH CONDITIONS, AS FOLLOWS:

DEPARTMENT OF PARKS AND RECREATION:

TOWN ARBORIST REVIEW:

APPROVED: _____ NOT APPROVED: _____ APPROVED WITH CONDITIONS, AS FOLLOWS:

DEPARTMENT OF PUBLIC WORKS:

WATERWORKS FACILITY REVIEW:

APPROVED: _____ NOT APPROVED: _____ APPROVED WITH CONDITIONS, AS FOLLOWS:

AS-BUILT PLAN REVIEW:

APPROVED: _____ NOT APPROVED: _____ APPROVED WITH CONDITIONS, AS FOLLOWS:

RECOMMEND TEMPORARY BOND: YES: _____ NO: _____ AMOUNT: _____

APPROVED BY: _____
DIRECTOR OF PUBLIC WORKS DATE

The Town of Vienna does not discriminate on the basis of disability in the administration or access to, or treatment or employment in, its programs or activities. The Director of Administrative Services, 127 Center Street, South, Vienna, VA 22180, has been designated to coordinate compliance with non-discrimination requirements. This document will be made available in large print or on audio cassette upon request. Call (703) 255-6300 (voice) or TDD users dial (703) 255-5730 (Police Department), (703) 255-5735 (Town Hall) or (703) 255-5739 (Parks and Recreation).

Revised January 28, 2009